

# 2022 U.S. Masters Swimming Annual Meeting — Hybrid

<b>Committee Name:</b> History Archives	<b>Session #:</b>
<b>Committee Chair:</b> Skip Thompson	<b>Vice Chair:</b> Kirk Clear
<b>Minutes recorded by:</b> Skip Thompson	<b>Date/time of meeting:</b> August 18, 2022, 8 pm EDT

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. A motion to accept the minutes from the 4-21-22 meeting was seconded and approved.

<b>Number of committee members present: 11</b>	<b>Absent: 2</b>	<b>Number of other delegates present: 7</b>
<b>Committee members present (list all, including chair and vice chair):</b> Skip Thompson (Chair), Kirk Clear, (Vice-Chair), Bob Anderson, Maryanne Barkley, Barbara Dunbar, Anna Lea Matysek, Walt Reid, Jayne Saint-Amour, Meegan Wilson, Ed Coats VP Ex Officio, Daniel Paulling		
<b>Committee Members Absent:</b> Rich Burns, Gail Roper		
<b>Others Present:</b> Marilyn Fink, Christina Fox, Sandi Rousseau, Nancy Ridout, Paige Buehler, Donita Flecker, MJ Caswell, Diana Dolan LaMar, Jennifer Phalen, Alina Perez, Barb Protzman, Eric Hektner, Jim Izzi, Mary Beth Windrath, Paul Windrath		

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## Minutes

The meeting was called to order at 8:05 pm EDT and the Chair welcomed Committee members and guest delegates. The Chair introduced all Committee members and gave a brief review of their volunteer history for both National Committee and LMSC activities. The Chair explained that H&A is subdivided into two subcommittees. The traditional committee works on the traditional projects that have been performed for many years. The Living History is the other subcommittee that works and gives direction to LMSCs to document and archive their LMSC history as it happens through photos, documents, stories, newsletters, LMSC and Club websites, and social media outlets.

Barbara Dunbar gave a review of the progress of the Relay Top Ten Online Posting Project. This involves transcribing data from top ten paper copies of prior USMS Top Ten Reports into digital files. Following transcription, missing first names are added and verified. Last names and ages are checked for accuracy and proofed for spelling.

When files are completed and proofed for accuracy, permanent swimmer IDs are added by Mary Beth Windrath and Walt Reid. Once IDs are added, the last step in the process is reformatting the data for upload into the USMS Top Ten Relay database by Mary Beth.

Transcription of Relay Top Ten hard copy data into an Excel Format has been partially completed from 1972 to 1975, and completely completed from 1976 to 1987 except for the 1982 SCY Men's Relays. Some errata remain to be added. The Official 1982 SCY Men's Relay Top Tens have not been found. An interim reconstructed list has been generated and will need to be updated when the official list is found. The 1982 SCY Men's Relay Top Ten list exists since there is documentation in LMSC Newsletters. With this exception, the years 1979 to 1982 have been completed.

Challenges include truncated names, misspellings, and missing names. On the USMS website relays have been posted from 1984 to the present for both SCY and LCM. As years are completed, Mary Beth and Walt Reid are adding the IDs. The 1983 LCM relays are complete and Walt Reid discovered missing data and that has been investigated and corrected before upload.

Mary Beth has requested assignment of new legacy IDs of more than 460 swimmers from 11-1-2021 through 7-17-2022. These IDs will be added to the swimmers on the Top Ten list. The swims will show up on a swimmer's Profile page and be linked to the USMS database. Jessica Reilly was thanked for her efforts on assigning the 460 legacy IDs.

Barbara Dunbar, Meegan Wilson, and Paul Windrath were thanked for their efforts this year with a special thank you to Paul Windrath for maximizing efficiency and accuracy.

The next biggest undertaking for the H&A Committee this year was the responsibility for the In Memoriam presentation that honors all deceased USMS members since the 2021 Annual Meeting. Anna Lea Matysek creates a 2021/2022 Master Deceased Member List that includes obituary links and USMS accomplishments. As of this meeting, 119 have passed away since the 2021 convention.

Anna Lea and Maryanne Barkley are working on the PowerPoint slides from the spreadsheet and will construct them so they can share them with the committee via Google. Besides the 119 that will be included in the presentation, there might be 10 to 20 more added by the cutoff date. Jessica Reilly would like a cutoff date of 9-8-2022 because she uploads the file to YouTube. Bob Anderson will add music to the slides by 9-6-2022, and the committee will review the presentation on 9-7-2022 for submission to Jessica by 9-8-2022.

Bob will create a draft order and alphabetize the slides by last name for the entire In Memoriam presentation instead of listing names by LMSC as done previously. Ed Coates suggested running the presentation at the start of the first HOD session in celebration of our great members. Meegan Wilson suggested a formal presentation but with a condensed convention with time restraints, it might not be possible. There was positive feedback on the In Memoriam presentation last year.

### **Living History Project and Progress since the Last Annual Meeting**

The Living History project is for building a Masters swimming community and capturing the legacy of Masters swimming. Skip Thompson reviewed all 52 LMSC websites at the beginning of 2021 and created a spreadsheet of what LMSCs have regarding their history. He ranked them on what is offered. Updates have been made this year from changes that LMSCs have made from early 2021. From this spreadsheet, committee members were assigned LMSCs to follow up how each LMSC creates stories about their activities and members and how they archive Masters history as it happens, document swimmer stories and communicate with members using newsletters, photos, and videos. A process will be developed to guide LMSCs, particularly those needing assistance. From the information gathered from these discussions with the LMSCs, Best Practices will be developed, evaluated and shared with the LMSC Development Committee.

Nineteen out of 47 LMSCs have been completed. Bob Anderson, Maryanne Barkley, Rich Burns, Kirk Clear, Jayne Saint-Amour and Skip Thompson have completed interviews and have interesting feedback from those results. Here are some of the comments from those results.

Skip Thompson noted that five LMSCs use the Sitecore platforms for their LMSC websites which creates challenges for maintaining LMSC living history because it provides links to the USMS website.

Bob Anderson commented that among the LMSCs that he has interviewed, he found that the successful ones have strong newsletters and strong leaders in communication of LMSC activities. Newsletters need to be indexed and it's important to stress protecting old website data that has all of the history before new software gets uploaded. A retention policy for digital content should be developed as a guide for LMSCs.

Kirk Clear mentioned that technology is very important, but must be kept updated. This should be stressed when Best Practices are compiled.

Progress will be updated on the Committee Community Page by the end of the 2022 year.

The LMSC Development committee will be contacted for a Peer-to-Peer webinar, and H&A will let them know when the committee is ready to present and be added to the backlog of presenters.

### **Discussions and Projects since the Last Annual Meeting**

1. Olympians List updates. Five Olympians that are USMS members have been added so far this year and we are finding Olympians throughout the year.
2. Missing National Records dates have been researched, located, and added to the USMS Chronology National Records for the Records Chronology Project.
3. The USMS Rule Book project is 95% completed with AAU Rules from 1972 – 1980 that still need to be scanned and sent for review to Anna Lea Matysek and Michael Laux. The National Office continues to post copies of old rule books as time allows and so far all USMS Rule Books from 2008 until 2021 have been posted with only the 2012 Mini Rule book missing as of July 2022.
4. The USMS Committee History Project is 90% complete with AAU years (1972 -1980) that needs to be added. The Committee History has been completed from 1989 to the present and is listed on the USMS website. We have data from 1985 from USMS National Newsletters where committees and their members are listed. People ask if National level officers can be listed. H&A has the data, but needs the time to construct it for the USMS website. USMS BOD at Large from 2005 to the present can be easily found.

Meegan Wilson led a discussion on USMS historical documents and this includes convention photos through the years that she has maintained as the History and Archives Librarian stored in her home and on her personal computer. Skip Thompson shared that he had USMS Historical documents in paper format and useful information will need to be scanned. A research library was suggested.

Ed Coates suggested using the USMS Drop Box and create directories of the information and send the documentation to the National Office. It won't be public on the USMS website but it will be safe and secure in case something happens to the individual or the computer that has the information. This one step is getting it into a different storage medium that is not someone's personal computer.

Skip Thompson has heard from USMS members that want to update their stories on the USMS website. Stories in the History section on the USMS website have not been updated or added since 2016. Meegan Wilson pointed out that the History and Archives Committee lost its permission to update or add new stories at that time. She also said that it is sometimes difficult to find stories of certain people and events on the USMS website.

With regard to stories, Ed Coates suggested that H&A needs an overall strategy because USMS staff are now creating stories. More discussion on how we want to do this going forward is needed. There must be coordination with other USMS national communication efforts.

There was a discussion of the Masters International Swimming Hall of Fame and the ceremonial Masters Induction process going forward. In the past, a single ceremony took place at Convention. This will not take place at the Masters Annual Meeting this year. Dawson Hughes as a liaison with ISHOF is coordinating with them.

A motion to accept the minutes from the 4-21-22 meeting was seconded and approved.

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## **Tasks for the Upcoming Year**

1. Continue with the Relay Top 10 Project until completed.
2. Assemble the In Memoriam presentation for 2023.
3. Continue with the Living History Project.
4. Update the Olympians List.
5. Locate and scan missing USMS and AAU Masters Rule Books, and post them on the USMS website.
6. Archive USMS documents
7. Research and locate missing dates for the National Record Chronology list.
8. Discuss and determine how to update existing swimmer stories.

The meeting was adjourned at 9:16 pm EDT.

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